



## Park District Manager

**Department:** Parks & Recreation

**Class Code:** 6217

**EEO Code:** 21

**FLSA:** E

**Effective:** 01/09/1995

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### **GENERAL STATEMENT OF DUTIES:**

Under general supervision, performs work of considerable difficulty directing the operations of county parks; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Directs the operation of assigned facilities within the county's park system, to include maintenance of athletic facilities, landscaping, security, repairs, carpentry, plumbing, and electrical work; hires, trains supervises and evaluates staff; coordinates the completion of various construction projects; coordinates and evaluates special events; assists community organizations and school officials with site improvements; contacts athletic associations to ensure proper scheduling and understanding of policies and procedures; ensures adequate safety of participants in parks and recreation programs; coordinates contracted maintenance and repair services; trains employees for pesticide application licensing and oversees annual recertification program; assists in the development of budget; monitors and approves expenditures of the district operation budget; coordinates maintenance efforts with school board maintenance staff; supervises regular and specialized maintenance of various historic sites; coordinates volunteer programs; oversees rule enforcement and security of facilities; oversees turf establishment and maintenance; oversees athletic field layout and set-up; meets with community groups and other organizations to discuss county parks and recreation programs and encourages donations for the Parks Division. Performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of park maintenance, carpentry, plumbing and electrical work; of supervisory principles and practices; of how to plan, supervise and implement policies and procedures, of grass, shrub and turf maintenance; of public relations as applied to grounds maintenance and park management; of horticulture and landscaping; of athletic field layout. Considerable skill in applying the principles and practices of park maintenance and promotion; in applying supervisory principles and practices.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Core curriculum for a bachelor's degree in recreation, horticulture or related field and three years progressively responsible experience in a parks setting, including one year supervisory experience; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

Category 3 Pesticide Certification Required

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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